

A graphic showing a checklist with a pencil and a paperclip, positioned behind the title 'Checklist'.

Checklist

PLEASE RETURN THIS CHECKLIST WITH YOUR INTERVIEW

Before submitting your recordings to the Veterans History Project at the American Folklife Center of the Library of Congress, be sure you have included the following:

- 1. Recorded interview, not to exceed 90 minutes. After recording the interview, the plastic tabs should be removed from the audio or video cassettes to prevent recording over them. Cassettes must be labeled with the full name of the veteran or civilian interviewee and his or her birth date (month/day/year).
- 2. Completed biographical data sheet for each veteran or civilian interviewee (see Biographical Data Form).
- 3. Release form signed by each veteran or civilian interviewed (see Veteran's Release Form).
- 4. Release form signed by the person(s) producing the recording. This includes interviewers and recording operators (see Interviewer's Release Form).
- 5. Audio and Video Recording Log.
- 6. Photographs (not more than twenty). Photographic prints should be numbered and dated on the back lower-right corner using a soft (no.1) pencil. For slick prints where it is difficult to write on the back, enclose them in individual labeled envelopes. Please do not write on the prints with a pen or marker. Slides may be labeled on the frame. Scrapbooks and photograph albums containing more than twenty images are acceptable, but donors are encouraged to describe the contents as fully as possible.
- 7. Photograph Log.
- 8. Release form signed by the photographer(s) (see Interviewer's Release Form).
- 9. Selected letters, diaries, and other printed and handwritten manuscripts relating to the veteran or civilian interviewee.
- 10. Manuscript Data Sheet.

Please tell us how you heard about this project: _____